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**From:** CAASPP <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, July 15, 2020 12:39 PM  
**To:**  
**Subject:** CAASPP: Preparing to Transition to the 2020-21 Administration



Dear LEA CAASPP Coordinator:

This email serves as a reminder of upcoming CAASPP system downtime from **Friday, August 14 at 5 p.m. through Thursday, August 20, 2020, at 8 a.m.**, to prepare for the transition to the CAASPP assessments for the 2020–2021 school year. This downtime will affect several CAASPP systems.

#### **Prior to Downtime on August 14**

The LEA CAASPP for 2019–2020 coordinator should:

1. Ensure that the superintendent has designated an LEA CAASPP coordinator for 2020–2021, so that they can add users to the Test Operations Management System (TOMS) when it becomes available on August 20, 2020. This is especially important if the LEA plans to administer assessments such as the Smarter Balanced Interim Assessments and the California Alternate Assessment for Science early in the school year.
2. Download the list of 2019–2020 TOMS users from the current version of TOMS to save for reference and to aid in uploading users after systems resume. This user list will also be available for download after systems resume.
3. Download the 2017–2018 student data file for the LEA's records. This file will be removed during the downtime, as TOMS maintains only three years of historical data. The student data file can be downloaded in TOMS by selecting the [Reports] tab in the top navigation bar and selecting the CAASPP Student Score Data Extract Report.
4. If the LEA is closing, download all available years of data and securely provide the files to the appropriate agency that will need that student data in the future. Closed LEAs will not have access to TOMS. Direct-funded charter schools that are closing should provide this information, including historical Student Score Reports, to their authorizer.
5. Ensure that all interim assessment hand scoring is completed. All student responses will be removed from the Interim Assessment Hand Scoring System during the downtime and will no longer be available for hand scoring.

#### **During the Downtime**

During the downtime, the following system activity will take place:

- All student responses will be removed from the Interim Assessment Hand Scoring System and will no longer be available for hand scoring.

### **After Downtime on August 20**

The LEA CAASPP coordinator should:

1. Download the list of 2019–2020 users in TOMS, if not already done; then update the report to modify roles or add new users for the 2020–2021 administration. Ensure that the top row of the template “CAASPP LEA User List Report” is deleted from the spreadsheet. Coordinators can then upload the updated file to TOMS.
2. Remind LEA TOMS users that they will need to log into TOMS to complete the security affidavit and security agreements. TOMS user roles from 2019-2020 will not be automatically rolled over to the new year.
3. Remind LEA TOMS users that they can access Tools for Teachers by using the [Tools for Teachers] button on [CAASPP.org](http://CAASPP.org) or [ELPAC.org](http://ELPAC.org), or from the link on the Links page in TOMS. **Please note:** All TOMS user roles will automatically include access to Tools for Teachers.

**Note:** The California Department of Education has also announced that the new Smarter Balanced Interim Assessments scheduled to be released in August for the 2020–2021 administration will be delayed by one test administration cycle. New interim assessments will be released in August 2021.

Questions regarding preparations for the upcoming downtime should be directed to CalTAC, by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

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